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STANDARD FORM NO. 64

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : S/Ad

DATE: 1 July 1952

FROM : Chief, D/E

SUBJECT: Supplementary Statements on Work Load in Support of 1954 Budget

1. The intelligence support to economic defense activities is the primary responsibility of the Economic Defense Division. This support is provided largely through inter-agency committees, work and task groups, and sub-groups, which have been set up by the Department of Commerce and by the Director for Mutual Security as Administrator of the Mutual Defense Assistance Control Act of 1951 (Battle Act).

2. The Department of Commerce has set up three inter-agency committees (the Advisory Committee on Export Policy, the Operating Committee, and the R Procedure Committee) and 29 technical task groups to serve its needs for inter-agency assistance in the administration of US export controls. The technical task groups also provide the Administrator of the Battle Act with information for the determination of security ratings of commodities. Personnel from D/E serve on these three inter-agency committees and the 29 technical task groups.

3. The Administrator of the Battle Act has set up an Economic Defense Advisory Committee and a number of work groups to advise him on problems in connection with his responsibilities in the economic defense field. The EDAC and the work groups are also called upon by the Secretary of State for a similar purpose. D/E provides the CIA representation on EDAC and six work groups. In addition, an Intelligence Working Group is being set up within the EDAC structure to provide intelligence support not otherwise provided by previous arrangements. The IWG is to be chaired by D/E which would also supply the Executive Secretary. The IWG is expected to meet at least twice a week and will place considerable additional load upon the Division for support.

4. The work load carried by committee and work group representatives is difficult to estimate in each case as the work placed upon any one committee or group varies with developments in the economic defense field. Under present personnel ceilings, most of our professional people, including the Division Chief and his deputy, carry two or more committee or group assignments. Certain of these work groups are just beginning to function and the full work load has not yet been felt. As the work of these groups gets under way, the load on the Division will greatly increase.

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5. The principal committees supporting the Department of Commerce meet a total of about 12 times per month, averaging two hours per meeting. Preparation requires considerable time on the part of the participant, the limiting factor to his intelligence contribution being the amount of time he and the supporting analysts can allocate to matters on the agenda.

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6. Participation in the technical task groups has been limited to attendance at about four meetings per month over the past few months. Programs recently laid on for the future work of these groups, and CIA's commitments to participate, will consume the full time of at least six of D/E's analysts. Even this support will not provide the full intelligence support sought by the requesting agencies.

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7. The EDAC usually meets about four times per month, although it has met recently three times in one week. Each of the work groups (excluding IWG) has one to two meetings per month or a total of at least 20 per month for six work groups. The IWG is currently meeting twice a week for at least two hours per meeting. Attendance is usually required of four people from D/E. Preparation of agenda, minutes of meetings, and substantive intelligence requires the full time of the Executive Secretary and several hours daily of the chairman, his alternate, and one or more analysts.

8. In addition to the committee and work group participation, the work load consists of normal activities of an intelligence producing component and special assignments, including the substantive reviews of intelligence reports prepared by other producing components and assistance to ONE in the preparation of estimates in the economic defense field. OPC looks to D/E for most of its intelligence support in the economic defense field.

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